

Douglas County Community Development

Permit No.:	Permit Type:
Submittal Date:	

COMMERCIAL TENANT IMPROVEMENT BUILDING PERMIT APPLICATION

Assessor's Parcel #		Proposed Construction Description:	
Jobsite Street Address & Unit/Space Number:			
Owner	Owner's Name		Phone Number
	Mailing Address		
	City	State	Zip Code
Applicant	Applicant's Name		Phone Number
	Mailing Address		
	City	State	Zip Code
Engineer	Engineer or Architect's Name		Nevada License Number
	Mailing Address		Phone Number
	City	State	Zip Code
Contractor	Contractor's Name		Nevada License #/Limit Amount**
	Mailing Address		Phone Number
	City	State	Zip Code
<p>I will save, indemnify, and keep harmless the COUNTY OF DOUGLAS, its officers, employees, and agents against all liabilities, judgments, costs, and expenses which may accrue against them in consequence of the granting of this permit, inspections, or use of any on-site or off-site improvements placed by virtue hereof, and will in all things strictly comply with all applicable rules, ordinances, and laws. Signature constitutes an attestation by the owner that application complies with all covenants, conditions, and restrictions.</p> <p>Applicant's Signature _____ Date: _____</p>			
Sewer/Water	PROJECT LOCATION		
	Town of:	Water Service Area:	
	General Improvement District:	Sewer Service Area:	
Estimated Valuation of Construction \$			
FOR OFFICE USE ONLY	Deposit Amount:		Receipt Number:
	Taken In By:		Occupancy:
	Construction Type:		Occupancy Load:
	Sprinklered: Yes/No	A/C: Yes/No	Square Footage:
	COMMENTS:		Other (Specify):
			Other (Specify):
			TOTAL FEES:
BUILDING PERMIT FEES			
Valuation (Check Limit):			
Permit Fee:			
Plan Check Fee:			

APPLICATION SUBMITTAL REQUIREMENTS FOR COMMERCIAL TENANT IMPROVEMENTS

General Information for Submittal

- Completed Commercial Permit Application and plan check deposit
- Submit two (2) complete sets of plans in blueprint or photocopy form.
- Projects located within an area served by a Douglas County utility require a third (3) additional plan set at time of submittal, with a completed Douglas County Utility application.
- Pencil drawings or original drawings are **NOT** acceptable.
- A Nevada licensed General Contractor is required for permitting any type of commercial Tenant Improvement; there are **NO** exceptions to this requirement.

Minimum Plan Submittal Requirements

See Douglas County Handout ***"Plan Submittal Requirements for Commercial Tenant Improvements"*** for complete requirements

- Minimum paper size for all plan sets shall be 11"x17" paper.
- Plans must be drawn to the approved scale of 1/4"-1'-0" and be fully dimensioned – other scales allowed with approval of assigned Plans Examiner.
- Plans shall include a **Key Plan**, identifying the location of the unit or suite to be remodeled or improved within a larger complex. This is only required for Tenant Improvements (T.I.'s) within multiple units or suite complexes. Stand-alone buildings on an individual parcel are exempt from this requirement.
- Plans must be prepared by a Nevada licensed Registered Design Professional (Architect, Engineer, or General Contractor directly responsible for project) and must have an original signature of the person responsible for plan design on each sheet.
- A complete plan submittal includes the minimum following plan sheets:
 - Cover Sheet
 - Existing Floor Plan (Not applicable to improvements to a new "shell")
 - Floor Plan
 - Electrical Plan
 - Mechanical Plan
 - Plumbing Plan
 - Framing Detail for interior walls
 - Energy Conservation Calculations (*COMCheck*)
- Tenant improvements involving "food" establishments are required to have approval from the Bureau of Health Protection Services (BHPS) prior to building permit approval. Contact the BHPS at (775) 687-7532 or 4150 Technology Way, Suite 300 Carson City, NV.
- Prior to permit issuance, project approval is required from the East Fork Fire District (EFFD) for Fire Code review. Contact the EFFD Fire Marshal's Office at (775) 783-6415

Plans and specifications must be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the technical codes and all relevant laws, ordinances, rules and regulations.

The average plan-check/permit turnaround for this division for permits approval is 10 to 15 working days. Please contact the other approving entities for their time frames.